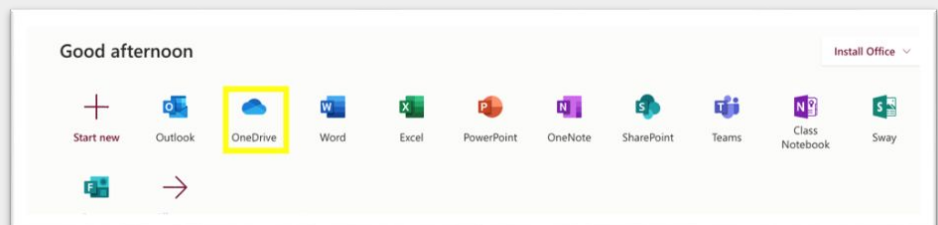# How to Add Files to Your Microsoft OneDrive
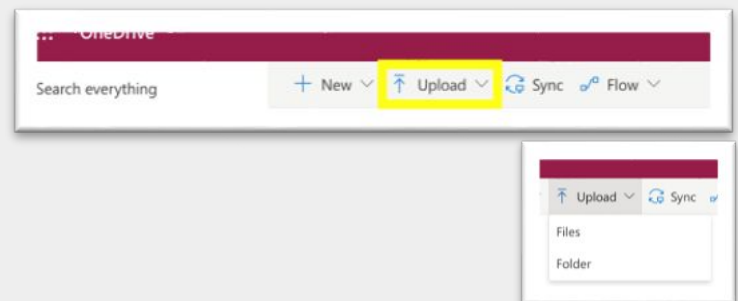
Go to https://www.cisd.org/. Scroll down to find your email log in button.
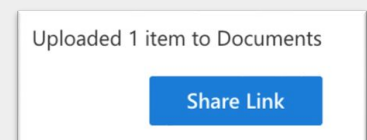

Once you've logged into your Office 365 account (from the web); click on the OneDrive icon located on the dashboard to be taken to your OneDrive.

You can UPLOAD files or folders from your desktop or USB by selecting the UPLOAD button located towards the top of the webpage.

Select the files you want to upload. You'll get a confirmation that your files were added.

You can also:
- **drag/drop files into your OneDrive as well as create folders to organize your content.**
- **copy or move files between folders within OneDrive, or from other folders on your computer.**

March 2020